

Online Submission of Independent Study Titles

- 1) Go to ISIS: <https://isis.mtholyoke.edu>
- 2) Log in by clicking on the Log In tab at the top of the ISIS Main Menu page, entering your MHC userID and password, and then selecting ISIS For Faculty from the lower left corner.
- 3) Select Independent Study Title Submission.

The screenshot displays the ISIS website interface. At the top, the Mount Holyoke logo is on the left, and navigation tabs for 'LOG IN', 'MAIN MENU', 'FACULTY MENU', and 'CONTACT US' are on the right. Below the tabs is a search bar and a 'FACULTY - ISIS MENU' header. A 'Welcome' message is visible on the right. The main content area is divided into two columns. The left column lists various services, including 'Using ISIS', 'New Students Guide', 'Academics', 'Course Catalogue', 'ella', 'First Year Seminars', 'Five-College Course Catalogue', 'Five-College Student Guest Accounts', 'Student Financial Services', 'Financial Aid Online', 'Office of the Registrar', and 'Campus Map'. The right column is titled 'Faculty Information' and lists 'Advisee Details', 'Advisee Summary', 'Adviser Registration Approval', 'Class Roster', 'Class Schedule', 'Grading', 'Independent Study Title Submission', and 'Search for Classes'. Three callout boxes with arrows provide instructions: Step 1 points to the 'LOG IN' tab; Step 2 points to 'Independent Study Title Submission' in the Faculty Information list; Step 3 points to 'ISIS For Faculty' in the left-hand menu. At the bottom right, there are sections for 'ANNOUNCEMENTS', 'Contact Us', and 'ISIS Downtime'. The footer contains copyright information for 2007 and contact details for the Office of the Registrar.

Step 1: Select Log In tab, then enter MHC userID and password..

Step 2: Select ISIS For Faculty

Step 3: Select Independent Study Title Submission

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To contact the College, call 413-538-2000.
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4) Select the independent study you want by leaving the defaulted term or changing to the appropriate term for the course, or by deleting the term and entering start and end dates that span the independent study period. Click Submit.

MOUNT HOLYOKE
 CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

FACULTY

Independent Study Title Submission

Select a term or delete term and enter a start and end date (mm/dd/yyyy) to find a list of students.

Term:

Start Date: End Date:

SUBMIT

5) You will then see the page below. In this example:

- Line one shows that a title has already been submitted for the first student's independent study. You can change the title, if needed, by clicking on the title and editing the text.
- Line 2 shows what the display looks like for a student's independent study when no title has yet been submitted. To submit a title for this student's independent study course, click on the "Click here..." text.

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FACULTY

Independent Study/Internship Title Entry for 2007/FA

Name	Course	Title
Bagel, Poppy L	IR-395-01 Independent Study	Sample Title for Independent S
Baguette, Lilly E	IR-395-01 Independent Study	Click here to enter/view title

SUBMIT

6) Record the title in the text box provided and click Submit. The title will appear on the student's transcript exactly as it is entered on the screen.

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FACULTY

Changing Indep Study Title

Student's Name: Ms. Lilly E. Baguette
Course: IR-395-01 Independent Study
Term: 2007/FA

Please note: this title will appear on the student's transcript **exactly** as you type it here. Please:

- use upper and lower case, capitalizing the first letter and the first letter of all key words.
- do not include scientific characters.
- make each line of the title no more than 30 characters long.

Independent Study Title:

SUBMIT

A confirmation email will be sent to you and to the student. It will look like this:

----- Original Message -----
Subject:Independent Study Title Ms. Lilly E. Baguette
Date: Thu, 16 Aug 2007 10:14:15 -0400 (EDT)
From: Datatel Admin <datatel@MtHolyoke.edu>
To: lbaguette@MtHolyoke.edu
CC: tadvisor@mtholyoke.edu

Dear Ms. Lilly E. Baguette

Term: 2007/FA
Course: IR-395-01 Independent Study
Professor: Mr. T. Advisor

Your independent study title has been filed as:

The Effects of Global Climate
Change on the Food Sources of
North Korea

PLEASE DON'T FORGET TO LOG OUT OF ISIS WHEN YOU ARE FINISHED!

August 15, 2007